**Jessica Broomfield**Law Graduate | Oxford University

Location: xxxxxxx

Telephone: xxxxxxxxxxx

Email: xxxxxxxxxxxxx

**About Me**

Provide a summary of your abilities including detail on the skills and knowledge you have to offer employers, including your educational achievements (especially your degree), grades, courses and projects. If you have any work placements or direct experience then give an overview here, but if not; simply expand on industry specific knowledge and the transferable workplace skills you have gained throughout your degree such as communication, teamwork, organisation, planning, IT skills etc. Also, if you have any impressive extra-curricular activities then it’s worth touching upon them here.

**Education and Qualifications**

* **University name –** Dates attended (from – to)
  + **Degree subject –** Classification

Add some detail on modules, specialisms, projects, papers etc.

* **College name –** Dates attended (from – to)
  + **Qualification –** Grade
  + **Qualification –** Grade
  + **Qualification –** Grade
* **School name –** Dates attended (from – to)
  + **Qualification –** Grade
  + **Qualification –** Grade

**Work Experience**

***Tip:*** *Be selective with the role you include in first here. Opt for work placements or relevant voluntary work rather than an irrelevant part-time role you may have used to pay your way through university.*

**mmm yyyy - Present Company Name, Location**

**Role Title**

*Outline*

Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

*Key responsibilities*

* Detail your responsibilities and showcase as much of your skills and knowledge as possible
* Use professional language and show how your duties impact the business where possible
* Give lots of detail in recent roles and less in old roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievements/projects*

* If possible, try to add some impressive achievements you’ve made that have had a big impact on the employer or a customer/client

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

**(Keep irrelevant roles brief)**

**Awards and Recognition**

* **Award and awarding body –** Date achieved
* **Award and awarding body –** Date achieved

**Interests**

**Interests:** List any interests that could be relevant to the roles you are applying for, or could generally be deemed as impressive, such as competing in contests, fundraising, volunteering, travelling or playing sports.

**References available on request**